


Focus Occupation: **First-Line Supervisors of Office and Administrative Support Workers (43-1011)**



Focus occupation: First-Line Supervisors of Office and Administrative Support Workers

Employment and Growth	2,697/ 13.2%
Ave. Monthly Wage	\$4,923
Education/Experience	High school diploma or equivalent/1 to 5 years

Advance FROM Focus Occupation

Occupation	Rung	Employment/ Growth	Education/Experience	Similarity
General and Operations Managers (11-1021)	4	3,735/ 6.1%	AA/1-5 yrs	79
Managers, All Other  (11-9199)	3	2,409/ 10.6%	HS/1-5 yrs	75
Training and Development Managers (11-3042)	2	169/ 16.6%	BA/1-5 yrs	74
Administrative Services Managers (11-3011)	1	2,252/ 14.4%	HS/1-5 yrs	88
First-Line Supervisors of Non-Retail Sales Workers (41-1012)	1	225/ 8.2%	HS/5 plus yrs	87

Advance TO Focus Occupation

Occupation	Rung	Employment/ Growth	Education/Experience	Similarity
Executive Secretaries and Executive Administrative Assistants (43-6011)	-1	4,236/ 11.2%	HS/1-5 yrs	89
Legal Secretaries (43-6012)	-2	529/ 1.1%	HS	74
Production, Planning, and Expediting Clerks  (43-5061)	-2	413/ 9.8%	HS	75
Survey Researchers (19-3022)	-2	74/ 10.4%	BA	70
Eligibility Interviewers, Government Programs (43-4061)	-3	1,061/ 7.0%	AA	70
Human Resources Assistants, Except Payroll and Timekeeping (43-4161)	-3	587/ 7.9%	HS	74
Bill and Account Collectors (43-3011)	-4	574/ 16.0%	HS	79
Bookkeeping, Accounting, and Auditing Clerks (43-3031)	-4	5,163/ 11.2%	HS	82
Court, Municipal, and License Clerks (43-4031)	-4	770/ 5.8%	HS	80
Customer Service Representatives  (43-4051)	-4	4,135/ 15.1%	HS	77
Information and Record Clerks, All Other (43-4199)	-4	1,206/ 10.6%	HS	75
Insurance Claims and Policy Processing Clerks (43-9041)	-4	221/ 18.2%	HS	77
Loan Interviewers and Clerks (43-4131)	-4	437/ 12.1%	HS	78
Medical Assistants (31-9092)	-4	1,438/ 31.9%	HS	71

Payroll and Timekeeping Clerks (43-3051)	-4	594/ 8.4%	HS	73
Billing and Posting Clerks (43-3021)	-5	1,563/ 19.5%	HS	79
Interviewers, Except Eligibility and Loan (43-4111)	-5	578/ 3.6%	HS	74
Office and Administrative Support Workers, All Other (43-9199)	-5	5,100/ 15.7%	HS	89
Order Clerks (43-4151)	-5	355/ 2.3%	HS	73
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)	-5	3,633/ 7.4%	HS	83
Word Processors and Typists (43-9022)	-5	61/ 1.7%	HS	71
Data Entry Keyers (43-9021)	-6	301/ 5.6%	HS	71
File Clerks (43-4071)	-6	565/-0.7%	HS	70
Mail Clerks and Mail Machine Operators, Except Postal Service (43-9051)	-6	210/ 1.4%	HS	70
Office Clerks, General (43-9061)	-6	7,318/ 10.3%	HS	93
Receptionists and Information Clerks (43-4171)	-6	3,619/ 18.0%	HS	85
Tellers (43-3071)	-7	1,411/ 15.2%	HS	80

Important note: A worker does not necessarily have to traverse every rung to advance to or from the focus occupation. Occupations above and below the focus occupation are directly related to the focus occupation, but they are not necessarily directly related to each other. For example, actors and athletes are both related to agents of artists, performers, and athletes, but actors and athletes are not directly related to each other.

Analysis and development of the career lattice is by the Alaska Department of Labor and Workforce Development, Research and Analysis Section.

Data sources used for research and analysis: O*NET (Occupation Information Network), Alaska Occupational Data Base (ODB), Standard Occupational Classification Manual, North American Industry Classification System manual, Bureau of Labor Statistics Occupational Employer Survey (OES) wage estimates.